


Quick Reference

Printing Potential Duplicate Notices

This quick reference guide will explain how to print Potential Duplicate Notices (two per page) in postcard form.

TotalVote

Click the **Batch Print Postcard** button on the Home Screen next to “Unsent Notices – Potential Duplicate”. Then click the print button.  Once all of the notices have printed, click the **Mark as Sent** button. The front sides of the notices have now been printed. To print the back sides, open the file that was sent by the Secretary of State’s office named “Potential Duplicate Notice Back” in Microsoft Word.

Microsoft Word

Fill in the fields (County Auditor, County Name, Address, City, State and Zip) with the correct county information at the bottom of the page (make sure to do both). Reinsert the printed postcard stock into the printer so the blank side will be printed on and select File > Print. Choose the appropriate number of copies. This number should match what was printed for the front side of the notices. It is helpful to run a test print of only a few notices before all notices are printed.

Postcard stock

Purchase postcard stock that is perforated in quarters (Figure 1). To purchase postcard stock, contact a local printing company.

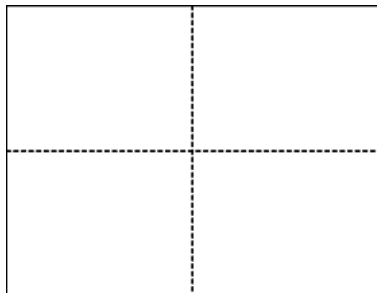


Figure 1

Mailing the Notices

After all notices have been printed, separate the two notices vertically that are on each page so there is only one notice. Place a stamp on the back side of the notice where “Place stamp here” is displayed and fold the notice in half so the voter’s address is showing on one side and the voter’s jurisdictional information is showing on the other. Finish the process by placing a piece of tape over the open edge; binding the notice together.